



AGENDA – FY17

NORWALK EASTER PUBLIC LIBRARY Board of Trustees Meeting

Date: Monday October 10, 2016

Time: 6:30 pm

Location: Library Community Room, 1051 North Ave. Norwalk, IA 50211

Board Trustees: Judy Corcoran, President; Andrea Johnson, Treasurer; Cindy Gavin, Secretary;
Dyann Vilez, Tom Dunn, Steve Clarke, and Elizabeth Thompson

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1. Call to Order
 2. Roll Call
 3. Public Comment/Guests
 4. Presentations
 5. Review /Change of Agenda**
 6. Review of last Meetings Minutes**
 7. Pay the Bills**
 8. Treasurer's Report
 9. Director's Report:
 - a. Statistics from September 2016
 - b. Youth Services Update
 - c. Adult Services Update
 - d. Assistant Director's Update
 - e. General Library Operations Update
 10. Unfinished Business
 - a. **Tabled Items:**
 - Fundraising and Special Events Policy/Procedures
 - Discussion, Review and possible adoption of changes to Job Description for Library Director
 11. New Business
 - a. Discussion and direction on priorities for FY18 Budget and Budget proposal
 - Including Community Improvement Projects (CIP)
 - b. Quarterly Library Trustee Training (**Required for Library Accreditation**)
 - Review and Discussion of Chapters 4 and 5 of Iowa Library Services' Trustee Handbook
 - c. Policy Review
 - Discussion, Review and possible adoption of and/or changes to:

- Sex Offender Policy
- Confidentiality Policy

d. Discussion, Review and possible adoption of changes to Job Descriptions for:

- Assistant Director
- Youth Services Librarian

12. Agenda Items for Next Meeting

13. Adjournment*

The next regularly scheduled meeting will be held at 6:30 p.m. on November 14, 2016 at Norwalk Easter Public Library. The meetings are scheduled for the second Monday of each month.

** Denotes "consent agenda" items not requiring a quorum



Norwalk Easter Public Library Board of Trustees Minutes of the Regular Board Meeting on September 12, 2016

Roll Call

- The meeting was called to order at 6:33 p.m. Steve Clarke, Dyann Vilez, Tom Dunn, Judy Corcoran, Elizabeth Thompson, and Cindy Gavin was present. Library Director Holly Sealine was present. Andrea Johnson was not in attendance.

Public Comments/Guests

- None

Presentations

- Collette Wait- Ultra Green Lighting
 - Information regarding additional costs and projects related to the LED lighting project.
 - The board approved to finishing the LED lighting project with a motion from D. Vilez and seconded by T. Dunn.

Review/Change of Agenda

- The agenda was reviewed and a motion to approve was made by C. Gavin and seconded by T. Dunn.

Review of Last Meeting Minutes

- The board approved the minutes of the meeting on August 8, 2016 with a motion from S. Clarke and seconded by T. Dunn.

Director's Report

Monthly Statistics (Used for Annual Report to Sate Library):

- Library Visitors during previous month: 6,101
 - **Percentage Change: 11.27 % increase from August 2015**
- Circulation of items during previous month:
 - 8,202 (items within library)
 - 699 (Bridges items)

- 41 (Zinio items)
- **8,945 Total**
 - **Percentage Change: 12.27 % increase from August 2015**

- New Accounts during previous month:
 - 50 adult accounts
 - 10 Juvenile accounts
- Community Room Rentals during previous month:
 - 17 Rentals
- Reference Interactions during previous month:
 - 45 @ Circulation Desk
 - 28 @ Youth Services Desk
 - **73 Total**
- Library Volunteers during the previous month:
 - 0 participants
 - 0 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	2	16
Teen	0	0
Adult	1	5
Adult Outreach	2	13
Technology Help Sessions	1	1
Exam Proctoring	0	0

Youth Services:

August in the Youth Department was all about planning, scheduling, and organizing for Fall and Winter! New program brochures, posters, and bookmarks are made, events are in the calendar, and everything is lined up and ready! Our after school drop-in activities have started on Wednesdays, and story-times are back in session. Upcoming special events include our Teen Anime Afternoon on September 16th,

Teen Blacklight Party on October 14th, and Pumpkin Party: Halloween for Toddlers and Preschoolers, on October 27th.

Adult Services:

August was spent planning for fall programs and cleaning up from Summer Reading. I had one big traveling display from the Center for the Book "The History of the Book," and one craft night program with 5 participants. New program year is planned and brochures are available. New this year is a patron requested, patron led book-club (Novel Night). It will meet monthly on Thursdays in the library's community room – details are in the brochure.

Assistant Director:

In August, I added 215 new items to the collection. I also completed my latest weeding project of the juvenile nonfiction. 1,302 items were weeded and are now for sale to our patrons. I have begun ordering new items for the juvenile nonfiction section and they will be added over the next few months.

In collaboration with the schools, we also order the Iowa Children's Choice, Iowa Teen Award and Iowa High School Book Award winners. Students are responsible for reading from these selections each year and due to the volume of students vs. books available in the school libraries; we always have copies to help offset the need for these titles.

August Stats:	
Total # of Items Added	215
Total # of Items Withdrawn	1.302

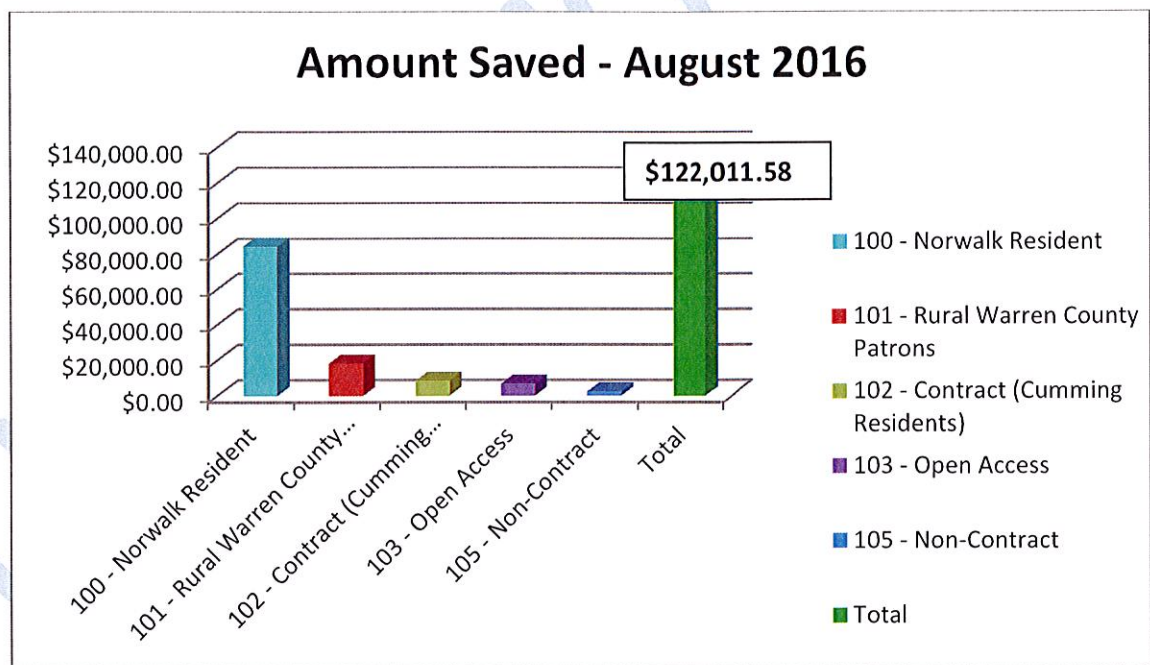
General Library Information:

Director Sealine spent took some personal vacation time during August, but spent the rest of the month on bills, reviewing the director job description and dealing with staff management issues. Director Sealine also worked with small committee to read and

recommend a new website provider to the City of Norwalk. In addition, Director Sealine attended a department head meetings, City Council meetings, and an annual meeting with other librarian regarding our Zinio consortium.

Goals for September will be to complete the State Report (which is currently postponed until a new survey is released from the State Library), compile an annual report for the Board of Trustees and City Council and re-start the review of policies and procedures. Director Sealine is still hopeful that she will be able to review all of the library's job descriptions and organizational chart during the 2016 calendar year.

Below is a graph of money that library patrons have saved during the month of August by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.



Unfinished Business

- Update: Board Trustee By Laws – adjusting meeting time to 7pm from 6:30pm on 2nd Monday of each month. **Tabled on 9/12/16.**

New Business

- Approval of AV Community Room Improvements with a motion from C. Gavin and seconded by E. Thompson.
- Discussion of possible changes to fundraising and special events policy/procedures.
Tabled on 9/12/16.
 - Next meeting will be at 6:30pm October 10, 2016.
- Discussion of possible changes to Library Director Job Description **Tabled on 9/12/16.**

Next Meeting Agenda Items

- Fencing Prices for around the garbage area.

Adjournment

S. Clarke requested a motion for adjournment: seconded by T. Dunn at 7:48pm.

Meeting Activity Record

- The board approved to finishing the LED lighting project with a motion from D. Vilez and seconded by T. Dunn.
- The agenda was reviewed and a motion to approve was made by C. Gavin and seconded by T. Dunn.
- The board approved the minutes of the meeting on August 8, 2016 with a motion from S. Clarke and seconded by T. Dunn.
- Approval of AV Community Room Improvements with a motion from C. Gavin and seconded by E. Thompson.
- S. Clarke requested a motion for adjournment: seconded by T. Dunn at 7:48pm.

Respectfully submitted by: Cindy Gavin, Secretary

Library Expenditures

October Board Meeting

Account #	Account Title	Company	Amount
001-5-410-2-6220	Subscriptions & Educational Materials	RB Digital (AKA Recorded Books)	\$1,000.00
001-5-410-2-6220	Subscriptions & Educational Materials	World Book, Inc	\$1,084.00
001-5-410-2-6310	Building Maintenance / Repair	ACE Hardware	\$12.28
001-5-410-2-6310	Building Maintenance / Repair	Excel Mechanical	\$956.00
001-5-410-2-6310	Building Maintenance / Repair	Electric Motors Corporation	\$330.37
001-5-410-2-6371	Electric/Gas Expense	MidAmerican Energy	\$1,922.69
001-5-410-2-6373	Telecommunications	Rankin Communication Systems	\$197.50
001-5-410-2-6373	Telecommunications	CenturyLink	\$242.99
001-5-410-2-6413	Payment for Services	Merritt Company	\$867.00
001-5-410-2-6413	Payment for Services	Delagen Landen	\$136.40
001-5-410-2-6415	Rents and Leases	Pitney Bowes	\$349.00
001-5-410-2-6417	Programming	Amazon Credit	\$275.03
001-5-410-2-6417	Programming	Discount School Supply	\$203.89
001-5-410-2-6417	Programming	ELAN - World Market	\$23.08
001-5-410-2-6417	Programming	ELAN - Pro Lighting Rental	\$16.00
001-5-410-2-6502	Books and Films	Amazon Credit	\$1,736.58
001-5-410-2-6502	Books and Films	Baker and Taylor	\$223.65
001-5-410-2-6502	Books and Films	Capstone Press	\$2,496.29
001-5-410-2-6502	Books and Films	Cavendish Square	\$193.91
001-5-410-2-6502	Books and Films	ELAN - Firefly Books	\$181.35
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$1,644.85
001-5-410-2-6502	Books and Films	Penworthy	\$428.21
001-5-410-2-6502	Books and Films	Recorded Books	\$53.40
001-5-410-2-6502	Books and Films	Rosen Publishing	\$477.53
001-5-410-2-6502	Books and Films	Smart Apple Media	\$759.08
001-5-410-2-6502	Books and Films	Scholastic	\$152.10
001-5-410-2-6507	Operating Supplies	Amazon Credit	\$458.17
001-5-410-2-6507	Operating Supplies	Demco	\$413.39
001-5-410-2-6507	Operating Supplies	Indoff	\$256.82

Library Expenditures

October Board Meeting

Account #	Account Title	Company	Amount
001-5-410-2-6507	Operating Supplies	Norwalk Hardware	\$6.48
001-5-410-2-6508	Postage & Shipping	ELAN - UPS	\$41.51
001-5-410-2-6508	Postage & Shipping	Pitney Bowes	\$31.08
001-5-410-2-6508	Postage & Shipping	Pitney Bowes	\$12.20
183-4-410-2-4705	Trust - General Contributions	ASI Signage Innovations	\$6,125.00
		Total	\$23,307.83

CITY OF NORMALK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2016

001-GENERAL FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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LIBRARY SERVICES

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USE OF MONEY & PROPERTY

001-4-410-4-4310 RENTAL INCOME

TOTAL USE OF MONEY & PROPERTY

	1,700.00	50.00	0.00	650.00	0.00	1,050.00	38.24
	1,700.00	50.00	0.00	650.00	0.00	1,050.00	38.24

INTERGOVERNMENTAL

001-4-410-2-4465 COUNTY CONTRIBUTIONS

001-4-410-2-4470 LIBRARY SERVICE

001-4-410-3-4440 STATE GRANTS

TOTAL INTERGOVERNMENTAL

	19,000.00	0.00	0.00	0.00	0.00	19,000.00	0.00
	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0.00
	3,400.00	0.00	0.00	0.00	0.00	3,400.00	0.00
	26,900.00	0.00	0.00	0.00	0.00	26,900.00	0.00

CHARGES FOR SERVICES

001-4-410-1-4500 CHARGES/FEES FOR SERVICE

TOTAL CHARGES FOR SERVICES

	6,500.00	186.00	0.00	2,030.60	0.00	4,469.40	31.24
	6,500.00	186.00	0.00	2,030.60	0.00	4,469.40	31.24

MISCELLANEOUS REVENUES

001-4-410-2-4705 CONTRIBUTIONS

001-4-410-2-4710 REIMBURSEMENTS

TOTAL MISCELLANEOUS REVENUES

	0.00	0.00	0.00	0.40	0.00	0.40	0.00
	0.00	41.51	0.00	123.43	0.00	123.43	0.00
	0.00	41.51	0.00	123.83	0.00	123.83	0.00

TOTAL LIBRARY SERVICES

	35,100.00	277.51	0.00	2,804.43	0.00	32,295.57	7.99
	35,100.00	277.51	0.00	2,804.43	0.00	32,295.57	7.99

TOTAL REVENUE

	35,100.00	277.51	0.00	2,804.43	0.00	32,295.57	7.99
	35,100.00	277.51	0.00	2,804.43	0.00	32,295.57	7.99

CITY OF NORMALK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF:OCTOBER 31ST, 2016

001-GENERAL FUND
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR FO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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SALARIES & WAGES

001-5-410-1-6010 SALARIES AND WAGES-FULLTIME	161,600.00	5,971.47	0.00	47,636.03	0.00	113,963.97	29.48
001-5-410-1-6020 PART-TIME AND TEMPORARY HELP	85,000.00	3,441.77	0.00	27,250.68	0.00	57,749.32	32.06
TOTAL SALARIES & WAGES	246,600.00	9,413.24	0.00	74,886.71	0.00	171,713.29	30.37

EMPLOYEE BENEFITS & COST

001-5-410-1-6182 ALLOWANCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS & COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00

STAFF DEVELOPMENT

001-5-410-1-6210 ASSOCIATION DUES	0.00	0.00	0.00	49.00	0.00	49.00	0.00
001-5-410-1-6220 SUBSCRIPTIONS & EDUCATION MATL	10,000.00	0.00	0.00	7,201.98	0.00	2,798.02	72.02
001-5-410-1-6240 MEETING & CONFERENCES	2,000.00	0.00	0.00	312.50	0.00	1,687.50	15.63
TOTAL STAFF DEVELOPMENT	12,000.00	0.00	0.00	7,563.48	0.00	4,436.52	63.03

REPAIR, MTCE, UTILITIES

001-5-410-2-6310 BUILDING MAINTENANCE/REPAIR	15,000.00	0.00	0.00	6,292.85	0.00	8,707.15	41.95
001-5-410-2-6350 OPERATIONAL EQUIPMENT REPAIR	500.00	0.00	0.00	202.50	0.00	297.50	40.50
001-5-410-2-6371 ELECTRIC/GAS EXPENSE	20,000.00	1,922.69	0.00	7,975.10	0.00	12,024.90	39.88
001-5-410-2-6373 TELECOMMUNICATIONS EXPENSE	2,500.00	242.99	0.00	670.43	0.00	1,829.57	26.82
TOTAL REPAIR, MTCE, UTILITIES	38,000.00	2,165.68	0.00	15,140.88	0.00	22,859.12	39.84

CONTRACTUAL SERVICES

001-5-410-2-6402 ADVERTISING & LEGAL PUBLICATIO	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-2-6413 PAYMENT FOR SERVICES	25,000.00	136.40	0.00	8,236.04	0.00	16,763.96	32.94
001-5-410-2-6414 PRINTING & PUBLISHING EXPENSE	500.00	0.00	0.00	110.00	0.00	390.00	22.00
001-5-410-2-6415 RENTS & LEASES	3,000.00	0.00	0.00	349.00	0.00	2,651.00	11.63
001-5-410-2-6417 PROGRAMMING	12,000.00	0.00	0.00	784.76	0.00	11,215.24	6.54
001-5-410-2-6420 REFUNDS	0.00	0.00	0.00	85.00	0.00	85.00	0.00
001-5-410-2-6490 CONSULTANT & PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	41,000.00	136.40	0.00	9,564.80	0.00	31,435.20	23.33

COMMODITIES

001-5-410-2-6502 BOOKS/FILMS	65,000.00	0.00	0.00	15,305.44	0.00	49,694.56	23.55
001-5-410-2-6507 OPERATING SUPPLIES	12,000.00	0.00	0.00	3,613.14	0.00	8,386.86	30.11
001-5-410-2-6508 POSTAGE AND SHIPPING	3,500.00	12.20	0.00	38.46	0.00	3,461.54	1.10
TOTAL COMMODITIES	80,500.00	12.20	0.00	18,957.04	0.00	61,542.96	23.55

CAPITAL OUTLAY

001-5-410-3-6721 FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-5-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL LIBRARY SERVICES

	418,100.00	11,727.52	0.00	126,112.91	0.00	291,987.09	30.16
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TOTAL EXPENDITURES

	418,100.00	11,727.52	0.00	126,112.91	0.00	291,987.09	30.16
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REVENUE OVER/ JER) EXPENDITURES

	(383,000.00)	(11,450.01)	0.00	(123,308.48)	0.00	(259,691.52)	32.00
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CITY OF NORMALK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2016

10-10-2016 12:16 PM
112-SPECIAL REVENUE
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
EMPLOYEE BENEFITS & COST							
112-5-410-1-6110 CITY'S CONTRIBUTION FOR FICA	19,000.00	696.14	0.00	5,546.33	0.00	13,453.67	29.19
112-5-410-1-6130 CITY'S CONTRIBUTION FOR IPERS	18,000.00	840.81	0.00	6,688.85	0.00	11,311.15	37.16
112-5-410-1-6140 DEFERRED COMPENSATION	1,800.00	0.00	0.00	0.00	0.00	1,800.00	0.00
112-5-410-1-6150 GROUP INSURANCE	39,500.00	3,022.31	0.00	9,685.71	0.00	29,814.29	24.52
112-5-410-1-6160 WORKERS' COMPENSATION	900.00	64.00	0.00	406.00	0.00	494.00	45.11
112-5-410-1-6170 UNEMPLOYMENT COMPENSATION	200.00	0.00	0.00	54.13	0.00	145.87	27.07
TOTAL EMPLOYEE BENEFITS & COST	79,400.00	4,623.26	0.00	22,381.02	0.00	57,018.98	28.19

TOTAL LIBRARY SERVICES

79,400.00	4,623.26	0.00	22,381.02	0.00	57,018.98	28.19
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TOTAL EXPENDITURES

79,400.00	4,623.26	0.00	22,381.02	0.00	57,018.98	28.19
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REVENUE OVER/(UNDER) EXPENDITURES

(79,400.00)	(4,623.26)	0.00	(22,381.02)	0.00	(57,018.98)	28.19
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*** END OF REPORT ***

CITY OF NORMAL
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2016

183-T & A LIBRARY

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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LIBRARY SERVICES

USE OF MONEY & PROPERTY

183-4-410-4-4300 INTEREST INCOME

TOTAL USE OF MONEY & PROPERTY

	0.00	0.00	0.00	5.46	0.00	5.46	0.00
	0.00	0.00	0.00	5.46	0.00	5.46	0.00

MISCELLANEOUS REVENUES

183-4-410-2-4705 CONTRIBUTIONS

183-4-410-2-4706 CONTRIBUTIONS LIBRARY ROOF

183-4-410-2-4707 CONTRIBUTIONS-CHILDREN'S PROGR

183-4-410-2-4708 CONTRIBUTIONS-BOOK COLLECTION

183-4-410-2-4709 CONTRIBUTIONS-ADULT PROGRAMS

TOTAL MISCELLANEOUS REVENUES

	250.00	20.00	0.00	3,058.58	0.00	3,308.58	1,223.43-
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	250.00	84.40	0.00	821.67	0.00	571.67	328.67
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	3.00	0.00	3.00	0.00
	500.00	104.40	0.00	2,233.91	0.00	2,733.91	446.78-

TOTAL LIBRARY SERVICES

	500.00	104.40	0.00	2,228.45	0.00	2,728.45	445.69-
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TOTAL REVENUE

	500.00	104.40	0.00	2,228.45	0.00	2,728.45	445.69-
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CITY OF NORWALK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2016

183-T & A LIBRARY
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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CONTRACTUAL SERVICES

183-5-410-3-6413 PAYMENT FOR SERVICES
TOTAL CONTRACTUAL SERVICES

0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL LIBRARY SERVICES

0.00	0.00	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES

0.00	0.00	0.00	0.00	0.00	0.00	0.00
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REVENUE OVER/(UNDER) EXPENDITURES

500.00	104.40	0.00	2,228.45	0.00	2,728.45	445.69-
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*** END OF REPORT ***



NORWALK EASTER PUBLIC LIBRARY

Director's Report – October 2016 (FY17)

Monthly Statistics (Used for Annual Report to Sate Library):

- Library Visitors during previous month: 5,043
 - **Percentage Change: 5% decrease from September 2015**
- Circulation of items during previous month:
 - 6,173 (items within library)
 - 683 (Bridges items)
 - 62 (Zinio items)
 - **6,918 Total**
 - **Percentage Change: 1% increase from September 2015**
- New Accounts during previous month:
 - 55 adult accounts
 - 12 Juvenile accounts
- Community Room Rentals during previous month:
 - 17 Rentals
- Reference Interactions during previous month:
 - 50 @ Circulation Desk
 - 42 @ Youth Services Desk
 - **92 Total**
- Library Volunteers during the previous month:
 - 0 participants
 - 0 number of hours volunteered

- **Programming Statistics:**

	# of Programs	# of Participants
Children's	17	485
Teen	1	19
Adult	3	21
Adult Outreach	6	36
Technology Help Sessions	2	2
Exam Proctoring	5	5

Youth Services:

September was a busy month in the youth department as we were getting back into regular programming after our August break! 19 teenagers had a blast trying different Japanese snack foods at our Anime Afternoon movie! Our afterschool crowd for early out Wednesdays built with Legos, made collages, played bingo, and more. Story-times were very well-attended this month, with an average attendance of 35!

We're looking forward to several events in October, including our Pumpkin Party for young children and a Teen Blacklight Party. We've also filled the calendar with outreach story-times at three local preschools, and are busy putting together units of books on different topics for many teachers.

Adult Services:

Adult Programs for September included 15 participants at the Glass Block Craft Night and 3 participants at the Trending Topics Presentation on Tree Know How. There were 3 people at the monthly adult book club "Novel Night." I attended an Adult Programming meeting in Polk City with central Iowa librarians and helped arrange two displays "History of the Book," and the Warren Co. 4-H display. The last few weeks, I highlighted Banned Books throughout the stacks & endcaps. This next month, we will have two guest speakers – Chaplain Eric Johnson Oct. 25 "The Gift of Choices Made" about end of life decisions, and Rick Dressler from the Iowa Dept of the Blind, on Oct. 17th about perceptions of blindness and adapting to vision loss. The public is invited to both events, but I have tied the presentations to a bigger audience (Novel Year Book Club and the Norwalk Woman's

Club). We have both book clubs this month and a craft night “Sip and Paint” for painting wine glasses. I have an outreach program for the Women’s P.E.O. club on Oct. 22nd and a display on mysteries, horror and scary books. (Katie helped)

Assistant Director:

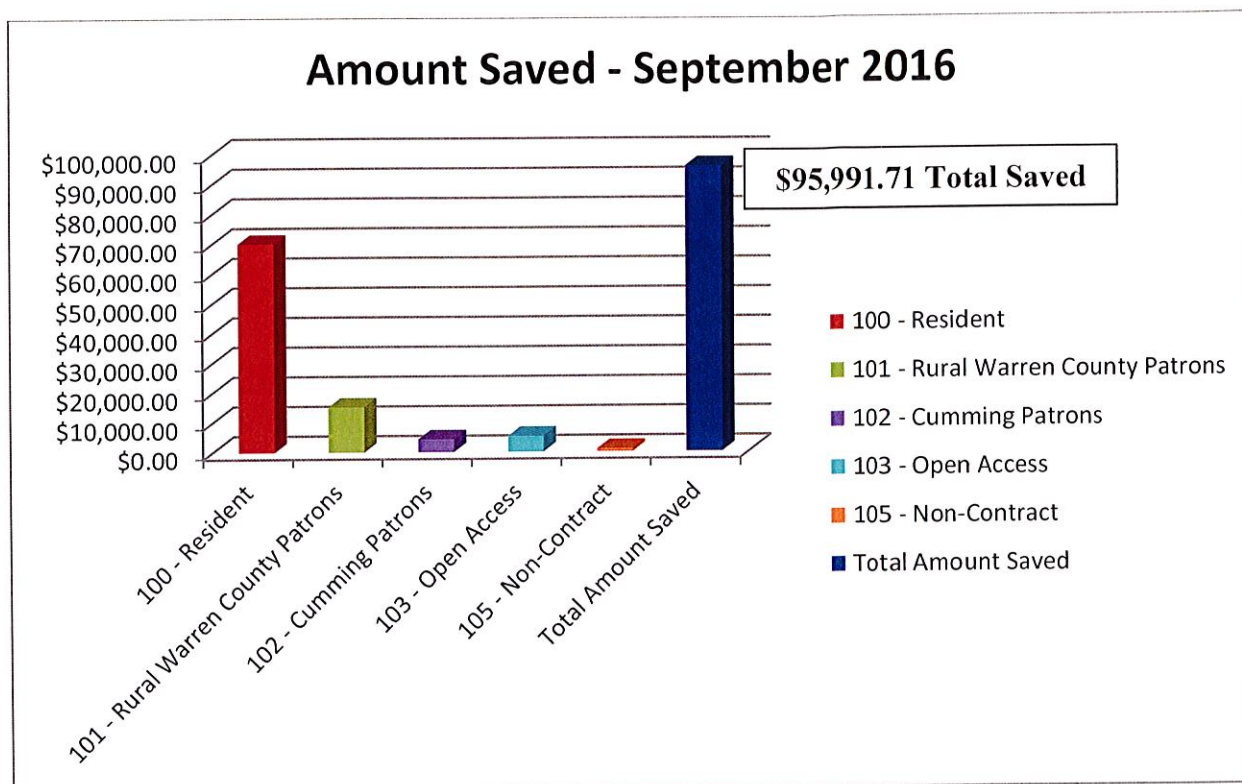
In September I cataloged 134 new items and finalized the juvenile nonfiction weeding project. In October I will be working on adding many more new items including holiday materials. As always, I will be processing purchase requests and material orders. On another note, I am finalizing my continuing education credits to prepare for my recertification as a level VI librarian in the state of Iowa in January 2017. Recertification requires 45 CEUs (director level).

September Stats:	
Total # of Items Added	134
Total # of Items Withdrawn	66

General Library Information:

September was a busy month for Director Sealine. Time was spent working to review outdated policies and procedures; as well as developing a schedule in which to check in regularly with library staff. Director Sealine also worked on updating online resources for the library’s website. The patron machines have also been giving some problems; therefore time was spent working to update them. The machines are not completely fixed, but Director Sealine is confident that she will get it done during October. The annual report from the State Library is still not available, but as soon as it is Director Sealine will be putting it together to give to the Board of Trustees and City Council. Finally, Director Sealine has been able to help a student within Norwalk take multiple, weekly exams as a proctor.

Below is a graph of money that library patrons have saved during the month of September by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.





BUSINESS OF THE LIBRARY BOARD OF TRUSTEES
AGENDA STATEMENT

ITEM TITLE: Tabled Item: Fundraising Policy/Procedure

CONTACT PERSON: Holly Sealine

SUMMARY EXPLANATION:

I have only received minor input as to what the Library Board of Trustees would like to see in a policy regarding fundraising policy/procedure. I have also not found anything similar on other library policies.

STAFF RECOMMENDATION: Director Sealine recommends that we wait on this type of policy to see if there is actually a need for it. There is only one instance recently, in her opinion, which would warrant this type of policy. I recommend we wait to see if there is an issue related to this or not.

BOARD RECOMMENDATION:

_____ Yes _____ No



BUSINESS OF THE LIBRARY BOARD OF TRUSTEES
AGENDA STATEMENT

ITEM TITLE: Tabled Item: Discussion, Review and possible adoption of and/or changes to Library Director Job Description

CONTACT PERSON: Holly Sealine

SUMMARY EXPLANATION:

It has been three years since the last review of job descriptions. To keep descriptions up-to-date and relevant, Director Sealine is reviewing all library positions. I began with the Director position and have revised it shorten the overall length without losing any of the essential job responsibilities. To do this, I tried to create broader statements within the essential duties section.

STAFF RECOMMENDATION: It is recommended for Library Trustees to approve changes in Library Director position description.

BOARD RECOMMENDATION:

_____ Yes _____ No

Position: Library Director

Department: Library

Pay Status: Full-time

FLSA Classification: Exempt

Pay Grade:

Last Revised: September 2013

MISSION

Norwalk Easter Public Library's mission is to create a welcoming environment that provides equal access to information, materials, and services for people of all ages.

PURPOSE OF POSITION:

Under general direction of the Library Board of Trustees, the Director monitors, coordinates, and supervises the operation of the city library. The Library Director is responsible for library planning, policies, procedures, budget, personnel and represents the library within the community.

REPORTS TO:

- Library Board of Trustees

COORDINATES OR WORKS WITH:

- Library Board of Trustees
- City Officials
- City Department Heads
- Library Staff
- State and Regional Libraries
- Friends of the Library
- Library Foundation
- Community Members

HOURS OF WORK:

Full-time; Hours depend on open library hours and may include evenings and weekends as scheduled.

SUPERVISES:

- All Library Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the day-to-day library operations, service objectives and marketing of library programs within the framework of the City of Norwalk and the Library Board of Trustees' plans, policies and budget;

KNOWLEDGE OF AND ABILITY TO:

- Must possess knowledge of current library trends in all areas of library operation including technology and library automation in order to make recommendations for changes;
- Must be self-motivated, organized and possess oral and written communication skills;
- Must have the ability to establish and maintain effective working relationship with a variety of groups and individuals; and
- Must have the ability to organize, assign and supervise the work of staff and volunteers.

PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS:

- Prolonged sitting with intermittent periods of standing and/or walking
- Occasional lifting and/or carrying up to 35 pounds
- Occasional pushing and/or pulling up to 75 pounds
- Climate controlled;
- Limited exposure to physical risk;
- Exposure to normal dust and common airborne diseases;

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary. The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Norwalk will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Adopted by the Norwalk Easter Public Library Board of Trustees March 1998

Revised May 2011

Revised September 9, 2013

Reviewed and Revised October 10, 2016

BUSINESS OF THE LIBRARY BOARD OF TRUSTEES

AGENDA STATEMENT

ITEM TITLE: Discussion and direction on FY18 Budget priorities, including Community Improvement Projects

CONTACT PERSON: Holly Sealine

SUMMARY EXPLANATION:

It is that time of year to begin working on the annual budget. Director Sealine is looking for direction from the Library Board as to what their priorities are for a new budget. Some issues that have come up in the last year are multiple building maintenance issues, staffing changes and needs, and an increase cost of materials and resources.

Building maintenance issues have primarily been related to the Boiler, Air Conditioner, and exterior of the library building. Director Sealine is working with Public Works and City Manager to develop a building maintenance schedule which will hopefully help in the planning of these issues. In addition, there is the maintenance of the trash enclosure, fence near staff entrance, library gazebo, interior lighting, and outdoor brick/ foundation issues

Director Sealine is beginning to see a need for either a youth services assistant or a teen librarian. This position could be part-time. It is also getting time to begin thinking about adding a 4th full-time staff member as Head of Circulation. This person would be in charge of maintaining the schedule, ensuring all shifts are covered, and helping with staff training and evaluations.

The City of Norwalk is working to develop a salary schedule for staff members that will hopefully direct future annual merit/ general wage increases for library staff. In the past, we have generally planned for a 2 – 3 percent increase across the board during the budget season.

Director Sealine is aware of at least 3 Community Improvement Projects that will be submitted to the City of Norwalk to be worked into the 5-year plan. These projects will be interior building improvements that will include paint, new carpet, increased electrical outlets, and potentially a new circulation counter. The second project will be a new air conditioner, as it was mentioned this past summer that we will probably need that in the next 3 – 5 years. And finally the third project, which is simply a place holder, is a new library circulation system in a minimum of 5 years but more likely 8 or more years depending on the growth of the library. As always, Director Sealine is aware that we will need to look at a building expansion in the next 5 – 10 years, depending on growth of the community.

STAFF RECOMMENDATION: Given the previous information, Director Seadine is looking for direction from the Library Board of Trustees as to where to focus a FY18 budget request. My recommendation is to focus on increasing the building maintenance line, the annual increase to staff wages, and slightly increase our subscriptions and databases line.

BOARD RECOMMENDATION:

_____ Yes _____ No

BUSINESS OF THE LIBRARY BOARD OF TRUSTEES
AGENDA STATEMENT

ITEM TITLE: Discussion, Review and possible adoption of and/or changes to library policies – Sex Offender Policy and Confidentiality Policy

CONTACT PERSON: Holly Sealine

SUMMARY EXPLANATION:

In reviewing policies, it was noticed that the library did not have a current policy on how we wanted to handle sex offenders against minors. In reviewing multiple library samples, Director Sealine has drafted a policy for Norwalk to adopt. This policy is in alignment with Iowa Code and allows for registered sex offenders to gain on-site library service through a named liaison. The policy allows for an appeal to be made to the Library Board. It does not automatically grant access to any registered offender.

The confidentiality policy is a review of a current policy stating that the library will do everything in their power to maintain customer confidentiality regarding what services we provide to customers. It does give permission to provide information to guardians on minors' accounts when it comes to overdue, lost or damaged items.

STAFF RECOMMENDATION: It is recommended that Library Board of Trustees approve these policies.

BOARD RECOMMENDATION:

_____ Yes _____ No

CONFIDENTIALITY OF LIBRARY RECORDS POLICY

Purpose:

The exercise of free speech, free thought, and free association is essential in a democratic and open society. In accordance, the Norwalk Easter Public Library advocates the rights of individuals to pursue open inquiry and is dedicated to protecting the privacy of customers and the confidentiality of library records.

Guidelines:

- The library will hold confidential the names of cardholders and their registration information and not provide access for private, public or commercial use.
- The lawful custodian of the records is the Library Director
- The library will not release registration, circulation or other records protected under the Iowa Code unless it is required by law to release the information. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services. Circumstances which may require the library to release the information include the following:
 - A criminal or juvenile justice agency is seeking the information in pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the Library Director with a court order demonstrating that there has been a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.
 - The library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).

- The library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.
- The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation.
- The library may release information to the parent or guardian of a child under the age of 18 for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a child is using. The Library Director, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if the purpose of such release is in accordance with the provisions of this policy and Iowa law.

Procedures for Enforcement:

- The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately refer the requestor to the Library Director, the official custodian of the records. To prevent any misunderstanding, the staff member should avoid discussing with the person making the request what user information may or may not be available, or what the library can or cannot do.

If the Library Director is not available, such as during evenings or weekends or away on business, inform the requestor when the Director will be available. If pressed to act sooner, contact the Director immediately whether the Director is away on business or at home. In the event the Director cannot be reached, the highest-ranking person on duty is responsible for working with the requestor.

- The Library Director shall meet with the requestor of the information. If the requestor is a law enforcement officer, the officer must have a court order, a warrant issued under the USA Patriot Act, or a National Security Letter (NSL) issued under the USA Patriot Act to receive the requested records. If the officer does not have a proper court order, warrant, or

NSL compelling the production of records, the Library Director shall refuse to provide the information. The Library Director may explain the confidentiality policy and the state's confidentiality law, and inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library.

- If the records requested cover registration, circulation or other records protected under the Iowa Code, and the Director is uncertain about whether the order, or subpoena presented is sufficient to require release of the records, the Library Director may immediately consult with legal counsel to determine if such process, order, or subpoena is sufficient to require release of the records.
- If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the Library Director shall insist that such defects be cured before any records are released.
- If the Library Director or the Director in consultation with library's attorney determines that the order, warrant, or NSL, is sufficient and compels the release of the records, the Library Director shall release the records.
- If the request is made pursuant to the USA Patriot Act, the Library Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the Library Director may not discuss the request with anyone other than legal counsel.
- If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the Library Director shall refuse to provide the requested records. The Library Director may explain the confidentiality policy and the state's confidentiality law.
- The Library Director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested registration, circulation or other records protected under the Iowa Code if the Library Director and the library's legal counsel deems such action to be appropriate.
- Any threats or unauthorized demands (i.e. those not supported by a written request, process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Director.

- Any problems relating to the privacy of circulation and other records identifying the names of library users that are not provided for above shall be referred to the Director.

Supporting Documents

The library's commitment to preserving the privacy of users and the confidentiality of records is based on:

- First and Fourth Amendments, Constitution of the United States
- Chapter 22.7, Code of Iowa
- American Library Association's Code of Ethics
- American Library Association's Policy of Confidentiality of Library Records
- American Library Association's Policy Concerning Confidentiality of Personally Identifiable Information about Library Users.

Adopted by the Norwalk Easter Public Library Board of Trustees December 12, 2005

Revised February 16, 2009

Reviewed and Revised October 10, 2016

REGISTERED SEX OFFENDER POLICY

Purpose:

The purpose of this policy is to ensure that the Library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter within three hundred feet of the real property boundary of a public library. The Code provides an exception to this prohibition if the library administrator provides written permission.

Guidelines:

- The Library Director will not give written permission for registered sex offenders convicted of sex offenses against minors to be in the library. This decision can be appealed to the Library Board of Trustees. The issuance of a library card at any time is NOT permission to enter the library.
- Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone or online. They may register for a card directly with the Director, or designee, via telephone or online, and make arrangements for a person of their choosing to select, check out, and return materials using that card. They may use that card to access the Library's online materials or databases.
- Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for violation of the Iowa Code.

Adopted by the Norwalk Easter Public Library Board of Trustees October 10, 2016

BUSINESS OF THE LIBRARY BOARD OF TRUSTEES
AGENDA STATEMENT

ITEM TITLE: Discussion, Review and possible adoption of and/or changes to Assistant Director and Youth Services Librarian Job Descriptions

CONTACT PERSON: Holly Sealine

SUMMARY EXPLANATION:

It has been three years since the last review of job descriptions. To keep descriptions up-to-date and relevant, Director Sealine is reviewing all library positions. This month, worked on reviewing the Assistant Director and the Youth Services job descriptions and am seeking input from the Board of Trustees.

STAFF RECOMMENDATION: It is recommended to for Trustees to review the description and provide feedback before next meeting in November.

BOARD RECOMMENDATION:

_____ Yes

_____ No

Position: Assistant Director

Department: Library

Pay Status: Full-time

FLSA Classification: Exempt

Pay Grade:

Last Revised: November 2013

MISSION

Norwalk Easter Public Library's mission is to create a welcoming environment that provides equal access to information, materials, and services for people of all ages.

PURPOSE OF POSITION:

Under general direction of the Library Director, the Assistant Director is responsible for operations related to collection development, selection of library materials and maintenance of statistics. Additionally, the Assistant Library Director is responsible for library operations and activities in the absence of the Library Director.

REPORTS TO:

- Library Director

COORDINATES OR WORKS WITH:

- Library Board of Trustees
- City Officials
- City Department Heads
- Library Staff
- State and Regional Libraries
- Friends of the Library
- Library Foundation
- Community Members

HOURS OF WORK:

Full-time; Hours depend on open library hours and may include evenings and weekends as needed.

SUPERVISES:

- Library Staff, in Director's absence

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform original and copy cataloging and subject-based classification according to established library policies and procedures in all subject areas;

- Develop and maintain online authority file;
- Use internal collection statistics and professional resources and journals to aid in selection of library materials for the collection;
- Oversee selection, acquisition and processing for all areas of the library collection in a timely manner according to library procedures, including print, audio-visual and electronic formats;
- Supervise timely processing of periodical subscriptions;
- Coordinate material repair and deletion of library materials in conjunction with circulation library assistants;
- Work closely with Youth Services Librarian to coordinate selection of library materials for specific age groups;
- Perform internal readers' advisory and marketing of new materials in order to keep staff current on new acquisitions;
- Assist the Library Director in the management of library operations within the framework of the City of Norwalk and Library Board of Trustees' plans, policies and budget;
- Assist with evaluating library needs and formulating short and long range plans to meet them, including budget development and facilities planning;
- Attend library board meetings, city council meetings and other city management meeting as assigned or in the absence of the Library Director;
- Other duties as assigned.

QUALIFICATIONS:

- Position requires a bachelor's degree in any applicable field of study, Master's Degree in Library and Information Science preferred; library management experience preferred; and Iowa Public Library Certification or the ability to obtain within 18 months of employment.

KNOWLEDGE OF AND ABILITY TO:

- Must possess knowledge of current library trends in all areas of library operation including technology and library automation in order to make recommendations for changes;
- Must be self-motivated, organized and possess oral and written communication skills; and
- Must have the ability to establish and maintain effective working relationship with a variety of groups and individuals.

PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS:

- Prolonged sitting with intermittent periods of standing and/or walking
- Occasional lifting and/or carrying up to 35 pounds
- Occasional pushing and/or pulling up to 75 pounds
- Climate controlled;
- Limited exposure to physical risk;
- Exposure to normal dust and common airborne diseases;

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary. The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Norwalk will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.

Adopted by the Norwalk Easter Public Library Board of Trustees November 2013

Reviewed and Revised October 10, 2016



Position: Youth and Teen Services Librarian

Department: Library

Pay Status: Full-time

FLSA Classification: Non-Exempt

Pay Grade:

Last Revised: January 2014

MISSION

Norwalk Easter Public Library's mission is to create a welcoming environment that provides equal access to information, materials, and services for people of all ages.

PURPOSE OF POSITION:

Under general direction of the Library Director, the Youth and Teen Services Librarian, implements and maintains library services for children (birth to 5th grade) and teens (6th to 12th grade). The position supervises the activities of junior volunteers in the youth and teen areas of the library. This position performs front line tasks related to circulation of library materials and patron customer service including, but not limited to, readers' advisory and helping patrons locate materials.

REPORTS TO:

- Library Director

COORDINATES OR WORKS WITH:

- Library Board of Trustees
- Library Staff
- State and Regional Libraries
- Community Members

HOURS OF WORK:

Full-time; Hours depend on open library hours and may include evenings and weekends as needed.

SUPERVISES:

- Library Youth Volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for oversight of all areas of operations pertaining to children and teens in the library;

- Consult with public teacher-librarians, teachers, home schooling parents and daycare providers to coordinate programs and materials and to promote the services of the library;
- Plan and implement weekly story times in the library and daycares within the community;
- Plan and implement a variety of children and teen programs throughout the year, including, but not limited to, the Summer Reading Program for preschool and grade school children and teens;
- Work closely with the Adult Services Program Coordinator to promote the library to area schools and local businesses;
- Work with Adult Services Program Coordinator to prepare displays, exhibits and other promotional materials for children and teens and to provide information to media outlets to promote youth services and programs at the library;
- Provide written reports to the Library Board each month;
- Work with the Assistant Director to select library materials for children and teens, including print, audio-visual and electronic formats;
- Conduct in-depth readers' advisory for children and teen patrons;
- Create and maintain material and title lists for readers' advisory for children and teens;
- Assist children, teens, parents and teachers in all areas of the youth and teen collections of the library, including use of the library's technology, facilitation of youth book discussions and preparation of bibliographies of children and teen materials;
- Participate in the hiring, evaluation and dismissal of support staff in the children and teen areas;
- Supervise library youth volunteers; and
- Other duties as assigned.

QUALIFICATIONS:

- Position requires a bachelor's degree in any applicable field of study, Master's Degree in Library and Information Science preferred; and Iowa Public Library Certification or the ability to obtain within 18 months of employment.

KNOWLEDGE OF AND ABILITY TO:

- Must possess knowledge of current library trends in all areas of youth services including in order to make recommendations for changes;
- Must be self-motivated, organized and possess oral and written communication skills; and
- Must have the ability to establish and maintain effective working relationship with a variety of groups and individuals.

PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS:

- Prolonged sitting with intermittent periods of standing and/or walking
- Occasional lifting and/or carrying up to 35 pounds
- Occasional pushing and/or pulling up to 75 pounds
- Climate controlled;
- Limited exposure to physical risk;
- Exposure to normal dust and common airborne diseases;

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Adopted by the Norwalk Easter Public Library Board of Trustees January 2014

Reviewed and Revised October 10, 2016